

STATE OF CONNECTICUT

Department of Developmental Services

DDS Electronic Contract and Amendment User's Guide for Providers

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DEFINITIONS

- **Authorized Signatory** – Person authorized to enter contracts on behalf of the company. DDS verifies this with a Corporate Resolution that is uploaded to Biznet. The Authorized Signatory is the only user under the company's Biznet account that has permissions to access the electronic signature page.
- **Authorized User** - General user authorized by the company to access the company's Biznet account. All authorized users under the company's account can modify company information, upload and download documents, and add or delete authorized users. In order to add an authorized user, that person must have an individual Biznet account registered to the email address you are attempting to add under the company's Biznet account.
- **Electronic Signature Agreement** – By signing this document, the provider and DDS agree to conduct all future contractual transactions electronically. The Electronic Signature Agreement is signed by the Authorized Signatory and does not need to be signed again unless there is a change of the Authorized Signatory or required by DDS.
- **Individual Biznet Account** – Each user must register an account with Biznet in order to use the functions within the application and be added to the company's Biznet account. The individual Biznet account must be registered using the email address that will be tied to the company's Biznet account.
- **Internal Biznet Administrator** – This is a user that the agency designates as the administrator of its company Biznet account. The Biznet administrator role receives no special or additional functions within the Biznet application nor is there any way to designate a user as an administrator within the Biznet application itself. The recommended role of the company's Biznet administrator is to ensure that the users accessing the company's Biznet account are using the account as intended and to add and delete users when needed. DDS does not oversee nor does it require that each agency choose a Biznet administrator but it is strongly recommended.
- **Notifications** – The Biznet application sends notifications via email to all authorized users when:
 - i. DDS uploads a document to your company's Biznet account.
 - ii. An authorized user under your company's Biznet account uploads a document to Biznet.
- **Signature Code Number (SCN)** – This is a unique number issued to and for the sole use of the Authorized Signatory. The SCN is sent to the Authorized Signatory by the agency's assigned DDS Provider Specialist via email after the Electronic Signature Agreement is signed by the Authorized Signatory and DDS. This unique number is used to verify the identity of the Authorized Signatory when submitting an electronic signature.

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INTRODUCTION

The Electronic Signature Process for DDS contracts and amendments will be managed by DDS and hosted by Biznet. Each POS contract provider is required to have an active Biznet account registered under the company's legal business name exactly as it was registered with the Connecticut Secretary of State. You can find the name of any business registered to the Connecticut Secretary of State by clicking this link [CT C.O.N.C.O.R.D.](#) and following the directions on the webpage.

As this is a web application, any of the provider's authorized users have the ability to log in to their company's Biznet account anywhere an internet connection is available. The Biznet login page can be found by clicking this link [BIZNET LOGIN](#) that will be referenced throughout this guide.

Please note that DDS cannot access the provider's company or individual authorized user accounts of the Biznet application under any circumstances, nor is DDS able to upload or download documents to Biznet on behalf of the provider. The users authorized by the company to access the company's Biznet account are at the sole discretion and responsibility of the provider. DDS cannot monitor the activities of nor is responsible for the actions of any users authorized by the provider to access the provider's Biznet company account(s). If a provider suspects unauthorized use or misuse of the company's Biznet account, the provider should immediately notify their assigned DDS Provider Specialist via email.

For technical assistance, please email David David at David.David@ct.gov.

Blue font hyperlinks to reference material are provided throughout this guide when applicable.

CREATING A BIZNET USER ACCOUNT

1. In order to be added as an authorized user of the company's Biznet account or to create a Biznet account for the company as a new POS contract provider, an individual Biznet user account must be created.
2. It is strongly recommended that the email address that users activate their individual Biznet accounts with is a company email address and not a personal email address.
3. The user will create an individual Biznet account for him/herself by following this link [BIZNET LOGIN](#) and click "Create New Account". An authorized user cannot be added nor can a Biznet company account be created for the company unless the individual authorized user being added to the company account or creating the company account has an individual, active Biznet account. Detailed instructions to create a Biznet account can be found here [CREATING A BIZNET ACCOUNT](#). Follow steps 3-6.

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4. After activating the individual user account by clicking the link in the verification email, the user can either be added as an authorized user under the company's Biznet account or a business account can be created on behalf of the company by that user.

CHOOSING AN INTERNAL BIZNET ADMINISTRATOR

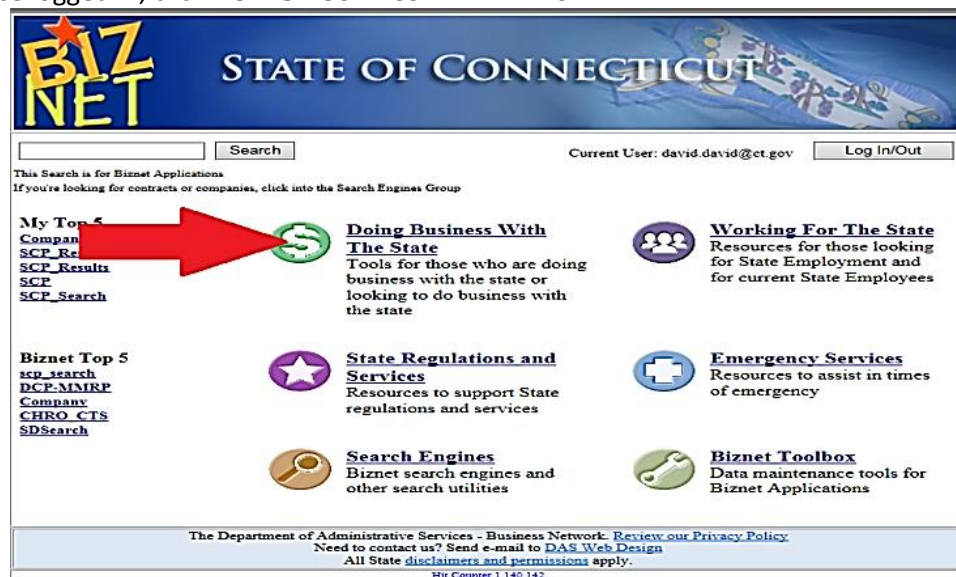
- It is strongly recommended, but not required, that each provider choose an internal Biznet administrator who will control users' access to the company's Biznet account.
- The Biznet administrator role receives no special or additional functions within the Biznet application nor is there any way to designate a user as an administrator within the Biznet application itself.
- The recommended role of the company's Biznet administrator is to ensure that the users accessing the company's Biznet account are using the account as intended and to add and delete users when needed. DDS does not oversee nor does it require that each agency choose a Biznet administrator but it is strongly recommended.

CREATING A COMPANY ACCOUNT

**THIS STEP APPLIES TO NEW POS PROVIDERS OR CURRENT POS PROVIDERS THAT DO NOT HAVE A
COMPANY BIZNET ACCOUNT**









*Providers that have a Biznet account registered under the company's legal business name can skip this step. Go to [ADDING COMPANY ACCOUNTS \(Authorized Users\)](#)

1. The authorized user will log in to his/her individual Biznet account at [BIZNET LOGIN](#)
2. Once logged in, click **DOING BUSINESS WITH THE STATE**



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3. Click **COMPANY INFORMATION**

Doing Business With The State	
	CHFA-DOH Consolidated Application
	State Contracting Portal Enter and maintain Bids and Results for Connecticut State Procurement
	Supplier Diversity Application The State of Connecticut's Supplier Diversity Program was established to ensure Connecticut Small Businesses an opportunity to bid on a portion of the State's purchases. The main objective of the program is to increase the number of small and minority business enterprises the Office of Supplier Diversity certifies throughout Connecticut. For more information click here .
	Contractor Prequalification Application The DAS Contractor Prequalification Program (C.G.S. §4a-100) requires all contractors to prequalify "before they can bid on any construction, alteration, remodeling, repair or demolition of any public building, for work by the state or a municipality, estimated to cost more than \$500,000 and which is funded in whole or in part with state funds. For more information click here .
	Company Information Vendors and Contractors use this page to update your company information, maintain company contacts, and Goods and Services List. You can also use this site to upload Company Affidavits and Nondiscrimination forms.
	Vendor Performance Reporting On-Line Vendor Performance Reporting
	Connecticut Procurement Daily Notice Sends out a list of new or updated solicitations from the Connecticut State Contracting Portal.
	DAS BuyLines Monthly newsletter from DAS with Procurement information

4. Enter **Your Company Information** in the text boxes. Below are required fields:
- Legal Business Name - It is important that the **LEGAL BUSINESS NAME** is entered.
 - FEIN or SSN.
 - Business structure.
 - All providers must be registered with the Secretary of State.
 - Incorporating state.
 - The company's web address.
 - Click "Yes" to confirm that the company is licensed with DDS.

Company Information	
Company List	Enter your Company Information
Company Information	
Company Accounts	
Company Address	
Company Contacts	
Industry	
Insurance	
Active Contracts	
Click Here To Upload Documents	
Legal Business Name	<input type="text"/>
Are You Conducting Business Under Another Name?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Taxpayer ID Type	<input checked="" type="radio"/> FEIN <input type="radio"/> SSN
Taxpayer ID	<input type="text"/>
Business Structure	Limited Liability Company <input type="text"/>
Registered with Secretary of the State	<input type="radio"/> Yes <input type="radio"/> No Secretary Of The State
Incorporating State	<input type="text"/>
Web Address	<input type="text"/>
Are you currently licensed or applying for license with any of these agencies?	Department of Children and Families Department of Public Health Department of Developmental Services
	Yes <input type="radio"/> No <input checked="" type="radio"/>
<input type="button" value="Save and Continue"/>	

- Click **SAVE AND CONTINUE**.

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5. You will then be taken to a page titled **Uniform Licensing**.
- Check the boxes that apply. At minimum, you must check Department of Developmental Services
 - Once the applicable boxes are checked, click the Save and Continue button.

The screenshot shows the 'Uniform Licensing' page. At the top, it says 'Current User: david.david@ct.gov' and has links for 'Home', 'Biznet Menu', and 'Log In/Out'. Below the header, it says 'UniformLicensing' and 'Uniform Licensing'. A red message states: 'My organization is licensed by or is applying to be licensed by the following state agencies. (Check all that apply)'. Below this is a 'Show Page Help' link. There are three checkboxes: 'Department of Children and Families' (unchecked), 'Department of Developmental Services' (checked), and 'Department of Public Health' (unchecked). Below the checkboxes is a 'License List:' section. Under 'DDS', there is a text box containing 'Community Living Arrangement for persons with intellectual disability and/or person with autism spectrum disorder (DDS) Connecticut General Statutes Section 17a-227 1-22'. At the bottom of the form is a 'Save and Continue' button. A footer message reads: 'The Department of Administrative Services - Business Network: [Review our Privacy Policy](#). Need to contact us? Send e-mail to [DAS Web Design](#). All State [disclaimers and permissions](#) apply. Hit Counter 3,004'.

6. Read the message and click **I HAVE READ THIS MESSAGE**.

The screenshot shows the 'Company Notice' page. At the top, it says 'Current User: david.david@ct.gov' and has links for 'Biznet Menu' and 'Log In/Out'. Below the header, it says 'Company/Notice' and 'Company Notice'. The main content area contains three paragraphs of text in red: 'If you currently receive purchase orders or payments from the State of Connecticut, Office of the State Comptroller, updating your vendor information in BizNet will not update your information in Core-CT, the State accounting system.', 'Please contact the state agency that you do business with to update your vendor information in Core-CT.', and 'If you receive purchase orders from the Judicial or Legislative branches or from the University of Connecticut, Connecticut State University System, Community Colleges, or other State agencies that issue their own purchase orders, please contact them directly.' Below the text is a button labeled 'I have read this message.'. At the bottom, a footer message reads: 'The Department of Administrative Services - Business Network: [Review our Privacy Policy](#). Need to contact us? Send e-mail to [DAS Web Design](#). All State [disclaimers and permissions](#) apply. Hit Counter 18,480'.

7. Click **COMPANY ADDRESS** in the menu on the left of the screen.
- Enter the address of the company in the applicable text boxes.

The screenshot shows the 'Company Address' page. At the top, it says 'Current User: david.david@ct.gov' and has links for 'Biznet Menu' and 'Log In/Out'. On the left is a menu with options: 'Company List', 'Company Information', 'Company Accounts', 'Company Address' (selected), 'Company Contacts', 'Industry', 'Insurance', 'Active Contracts', and 'Click Here To Upload Documents'. The main content area is titled 'Enter your Company Address' and has a subtitle 'Your company address is required for all activities within the DAS Procurement web site.' Below this is a section labeled 'DAVID SAMPLE 2'. It contains two sets of address fields. The first set is for 'Business Address' with fields for 'Business Address 1' (123 Main Street), 'Business Address 2', 'City' (New Haven), and 'State / ZIP Code' (Connecticut, 06511). The second set is for 'Mailing Address' with fields for 'Mailing Address 1', 'Mailing Address 2', 'City', and 'State / ZIP Code' (Connecticut). At the bottom is a 'Save and Continue' button. A footer message reads: 'The Department of Administrative Services - Business Network: [Review our Privacy Policy](#). Need to contact us? Send e-mail to [DAS Web Design](#). All State [disclaimers and permissions](#) apply. Hit Counter 18,480'.

- Click **SAVE AND CONTINUE**.

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8. Click **INDUSTRY** in the menu on the left of the screen.
 - Choose the applicable industry type.
 - Click **SAVE AND CONTINUE**.
9. Click **INSURANCE** in the menu on the left of the screen. You will need to upload a valid Insurance Certificate in this step. This is the same Liability Insurance Certificate that is uploaded to Myers and Stauffer when uploading the Annual Report.
 - Click **ADD ANOTHER COVERAGE**.
 - Enter the required information as listed below.

Current User: david.david@ct.gov Log In/Out

Company Insurance Coverages

Add or Edit your insurance coverages

Add or Edit your insurance coverages

[Page Help](#)

DAVID SAMPLE 2

Insurance Record

Insurance Type: General Liability (Each Occurrence) ▼

StartDate: 5/1/16 ExpireDate: 4/30/17

Coverage Amount: 100

Save

Upload Coverage Document

Browse to File Browse...

Upload Cancel

Return to Coverage List

- i. Choose Insurance Type from the dropdown.
 - ii. Enter the start and expiration date from the Insurance Certificate.
 - iii. Click **BROWSE**. Choose the Insurance Certificate document from your files.
 - iv. Click **UPLOAD**.
 - v. Click **SAVE**.
10. Your company account is now active.
11. Go to [ADDING COMPANY ACCOUNTS \(Authorized Users\)](#)

ADDING COMPANY ACCOUNTS (Authorized Users)

This step shows the user how to add authorized users to your company's Biznet profile. It is recommended that the internal Biznet administrator handle these functions, but it is not required. Any authorized user added to the company's Biznet account has the ability to add and delete users. Due to this, it is strongly recommended that the Biznet administrator ensure that users no longer working for the company are removed at the time of separation.

1. Click **Company Accounts** from the menu on the left of the page.

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- In the text box to the left of the ADD ACCOUNT button, enter the email address of the authorized user you are adding. The email address must match the email address the person used to establish their individual Biznet user account. It must match exactly or you will not be able to add the person as an authorized user.
- In the sample below, I am adding Sharon as an authorized user to my company's Biznet account.

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Accounts

Add or Remove account access to Company Information

To remove an address from your company list, select it in the list box and click the delete button. The account will remain active. It will only be deleted from accessing your company information.

To add an account, fill the E-Mail address in the box next to the Add button and click the Add button. The E-Mail address must be connected to a valid Biznet account.

Note: Connecting an e-mail address to a vendor account allows that user to view all of the company's documents and data pertaining to all Department of Administrative Services programs to which the company has applied.

SAMPLE DD

Active Accounts: david.david@ct.gov [Delete the Selected Account]

sharon.narcisse@ct.gov [x] [Add Account]

[Save and Continue]

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Hit Counter 42,839

- Click Add Account. If the email address is associated with an active Biznet account you will see the email address moved to the Active Account box.

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Accounts

Add or Remove account access to Company Information

To remove an address from your company list, select it in the list box and click the delete button. The account will remain active. It will only be deleted from accessing your company information.

To add an account, fill the E-Mail address in the box next to the Add button and click the Add button. The E-Mail address must be connected to a valid Biznet account.

Note: Connecting an e-mail address to a vendor account allows that user to view all of the company's documents and data pertaining to all Department of Administrative Services programs to which the company has applied.

SAMPLE DD

Active Accounts: david.david@ct.gov, sharon.narcisse@ct.gov [Delete the Selected Account]

[Add Account]

[Save and Continue]

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- If the person (in the example below, bill.jones@sample) does not have an active Biznet account you will see a message informing you that the user name is not a valid email address. Either the person has not activated an individual Biznet user account or the email address you are entering is not correct.

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Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Accounts

Add or Remove account access to Company Information

To remove an address from your company list, select it in the list box and click the delete button. The account will remain active. It will only be deleted from accessing your company information.

To add an account, fill the E-Mail address in the box next to the Add button and click the Add button. The E-Mail address must be connected to a valid Biznet account.

Note: Connecting an e-mail address to a vendor account allows that user to view **all** of the company's documents and data pertaining to all Department of Administrative Services programs to which the company has applied.

User Name is not a valid E-Mail address

Active Accounts

E-Mail Address	Name
david.david@ct.gov	
sharon.narcisse@ct.gov	

bill.jones@sample

Delete the Selected Account

Add Account

Save and Continue

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Hr Counter 42,859

6. After you have added all authorized users to the Company Account, you will need to add each user's contact information.
7. Go to [ADDING USER CONTACT INFORMATION](#)

ADDING USER CONTACT INFORMATION

Contact information must be added for each authorized user. It is recommended that the internal Biznet administrator handle this function, but it is not required. Each authorized user has the ability to enter and modify his/her contact information.

1. Click **Company Contacts** in the menu on the left of the page.
2. Click **Add New Contact**.
3. Enter the contact information in the text boxes as seen below. The following are **required** fields:
 - i. Name
 - ii. Address
 - iii. City
 - iv. State
 - v. Zip Code
 - vi. Phone
 - vii. Email Address

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Current User: david.david@ct.gov Biznet Menu Log In/Out

Add/Edit Company Contact

Add or Edit Company Contact Information

You may have as many Contacts and Contact Types as you wish.

SAMPLE DD

Business Name: [Text Box]

Name: David David

Address 1: 460 Capitol Avenue

Address 2: [Text Box]

City: Hartford

State, ZIP: Connecticut 06106

Phone: 8604186040 Ext: [Text Box]

FAX: [Text Box]

E-Mail Address: david.david@ct.gov

Non-Published ☐

Buttons: Add Another Contact, Save and Continue, Cancel

Footer: The Department of Administrative Services - Business Network. Review our Privacy Policy. Need to contact us? Send e-mail to DAS Web Design. All State disclaimers and permissions apply. Site Counter 9,331

4. Choose contact type from the dropdown.
 - A. General users should be listed as "Company-Vendor/Contractor"
 - B. The Authorized Signatory must be listed as "Authorized Signatory"
 - i. The authorized signatory must be added to the company's Biznet account.
 - ii. The authorized signatory is the only user that has access to the electronic signature page.
 - iii. The authorized signatory is verified by DDS using the Corporate Resolution. The Corporate Resolution needs to be uploaded when the following applies:
 - New POS contract
 - POS Contract Renewals
 - Change of Authorized Signatory
 - Corporate Resolution not on file at DDS
 - As requested by DDS
 - iv. The Corporate Resolution does not need to be uploaded to Biznet when processing amendments to the contract so long as the Corporate Resolution previously uploaded to Biznet is valid.
 - v. DDS cannot upload any of the agency's contract or amendment documents until an Authorized Signatory is added to the company's Biznet account.
 - vi. If there is more than one Authorized Signatory, each person must be added separately.
 - vii. The Biznet administrator or authorized user uploads a copy of the Corporate Resolution.
 - viii. Once the Corporate Resolution is uploaded to the company's Biznet account, DDS will upload the Electronic Signature Agreement to the company's Biznet Account.
 - ix. The Electronic Signature Agreement does not require "wet signatures". There are text boxes allowing the Authorized Signatory to sign electronically.
 - x. The Authorized Signatory will download the Electronic Signature Agreement and complete the following fields:

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- Signature (Electronic Signature)
 - Authorized Signatory's Name
 - Date
 - Authorized Signatory's Email Address
- xii. The Authorized Signatory uploads the completed Electronic Signature Agreement to the company's Biznet account. Go to section UPLOADING DOCUMENTS TO BIZNET
- xiii. DDS reviews the Electronic Signature Agreement to ensure the following qualifications are met:
- The name of the Authorized Signatory on the Corporate Resolution matches the name on the Electronic Signature Agreement.
 - The name of the Authorizes Signatory listed on the Electronic Signature Agreement matches the name of the Authorizes Signatory on the company's Biznet account.
 - The email address of the Authorized Signatory entered on the Electronic Signature Agreement matches the email address of the Authorized Signatory entered in the Contact Information of the company's Biznet account.
- xiv. If all qualifications are met, DDS signs the Electronic Signature Agreement.
- xv. If the qualifications are not met, your DDS Provider Specialist will contact you via email.
- xvi. After DDS signs the Electronic Signature Agreement, DDS uploads it to the provider's Biznet company account. Once DDS uploads the Electronic Signature Agreement all authorized users under the company's Biznet account will receive a notification from Biznet that DDS uploaded a new document.
- xvii. Once the Electronic Signature Agreement is signed by DDS and uploaded to the company's Biznet account, the agency's assigned DDS Provider Specialist will send a Signature Code Number (SCN) to the Authorized Signatory via the email the Authorized Signatory entered on the Electronic Signature Agreement. The SCN is for the sole use of the Authorized Signatory and is used by the Authorized Signatory as a verification of identity when submitting an electronic signature.

5. Click ADD

6. The contact type will be shown in black text below the dropdown box.

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Current User: david.david@ct.gov Biznet Menu Log In/Out

Add/Edit Company Contact

Add or Edit Company Contact Information

You may have as many Contacts and Contact Types as you wish.

SAMPLE DD

Business Name: [Text Box]

Name: David David

Address 1: 460 Capitol Avenue

Address 2: [Text Box]

City: Hartford

State, ZIP: Connecticut 06106

Phone: (860) 418-6040 Ext: [Text Box]

FAX: [Text Box]

E-Mail Address: david.david@ct.gov

Non-Published ☐

Contact Type(s): Company - Vendor/Contractor

Add Delete

Add Another Contact Save and Continue Cancel

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Hit Counter 9,532

7. If you are done adding contact information, click **Save and Continue**.
8. To add contact information for additional users, click **Add Another Contact**.
9. When you have entered all contact information and click **Save and Continue**, you will be taken to the Company Contacts page. There you will see the names of the contacts you have added.
10. To view the contact information for a user, click the binoculars to the left of the person's name.
11. To delete the user's contact information click the trashcan.
 - i. Note that any authorized user has permission to delete and add contacts under the company's Biznet account.

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Contacts

Add or Edit Company Contact Information

To enter a new contact, click **Add**. To update information of an existing contact, click on the next to the contact name. To delete a contact click on the next to the contact name.

DAVID SAMPLE 2

Contact Name
David D

Add New Contact Save and Continue

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Hit Counter 31,943

12. This step is now complete. You are ready to upload and download documents when required.

PROCESSING CONTRACT DOCUMENTS FOR ELECTRONIC SIGNATURE

1. This process is used for new POS contracts and POS contract renewals.
2. The Biznet application will notify all authorized users under the company's Biznet account via email that DDS uploaded contract/amendment documents. The notification will include who uploaded the document, the document file name, and the time and date the document was uploaded.

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
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
Any authorized user of the company's Biznet account has the ability to download the contract documents that DDS uploaded to the company's Biznet account. It is the provider's responsibility to decide which user(s) should download these documents.

- i. Note that all contract documents uploaded by DDS must be downloaded in order for the Authorized Signatory to access the Electronic Signature Page.
 - ii. Once the documents are downloaded, the user that initially downloaded the documents is listed in the description column with the time and date he/she downloaded the documents.
 - iii. By downloading contract documents and moving forward in the electronic signature process, the provider is confirming that the Authorized Signatory has read and agrees to the contract documents uploaded by DDS. If the Authorized Signatory does not agree to the contract documents that were uploaded by DDS, the Authorized Signatory or an agent thereof must contact the provider's assigned DDS Provider Specialist via email.
3. Download all documents listed on the notification email.
 - a. Click the **BINOCULARS** of the company you need to download documents for.

Your Companies

Welcome to the Company Information Center!

To enter a new company, click **Add**. To update information of an existing company, click on the  next to the company name. To update a company's user accounts click on the  next to the company name.

	Company Name	Taxpayer ID
	Dave's Potatoes	222334444
	DAVID SAMPLE 2	555245698
	DAVID SAMPLE 2	555245699
	DAVID SAMPLE 2	555245690
	DAVID SAMPLE 2	555245691
	David Sample 3	555245790
	Sample DAVID	000771111
	SAMPLE DD	999774444

[Add Another Company](#)

- b. Click, **CLICK HERE TO UPLOAD DOCUMENTS**.

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Information

Enter your Company Information

Company List

- Company Information
- Company Accounts
- Company Address
- Company Contacts
- Industry
- Insurance
- Active Contracts
- Click Here To Upload Documents**

Legal Business Name: DAVID SAMPLE 2

Are You Conducting Business Under Another Name? ☐ Yes ☒ No

Taxpayer ID Type: ☐ FEIN ☒ SSN

ID: 555245698

Business Structure: Non-Profit

Registered with Secretary of the State: ☒ Yes ☐ No **Secretary Of The State**

Web Address: dr.com

Are you currently licensed or applying for license with any of these agencies?

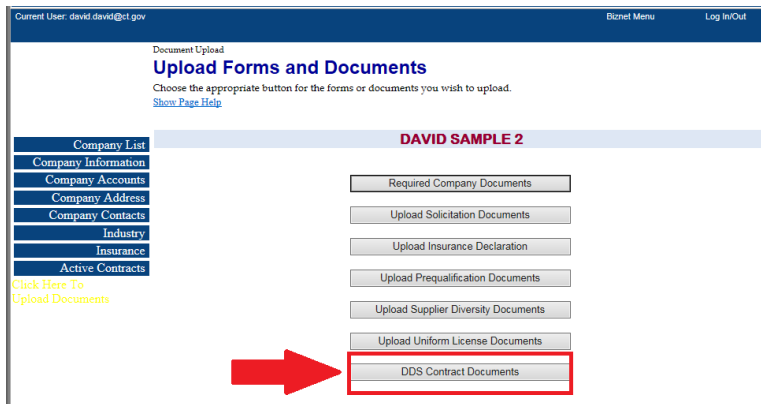
Department of Children and Families
Department of Public Health
Department of Developmental Services

Yes ☒ No ☐

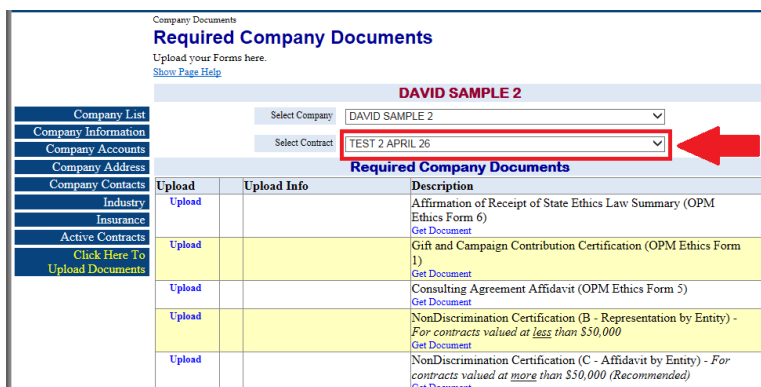
[Save and Continue](#)

STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
Electronic Contract and Amendment User's Guide for Providers

- c. Click **DDS CONTRACT DOCUMENTS**



- d. Select the DDS contract from the **SELECT CONTRACT DROPDOWN** that you need to download documents for. If you have contracts with other State of CT. agencies, you can view those contract documents by selecting the applicable contract number.



Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document

- e. After choosing the DDS contract, you will see two sections on the page.
- REQUIRED COMPANY DOCUMENTS** – These are general POS/PSA documents that all companies doing business with the State of CT must upload. Documents such as the Non-Discrimination Certificate and the CHRO form.
 - PROVIDER CONTRACT DOCUMENTS** – These are POS contract documents specific to the POS contract with DDS. This section is where providers will download DDS contract/amendment documents unique to the provider.
- f. The file that I was instructed to download was named **AMENDMENT 1 BUDGET SUMMARY**. The unique provider DDS contract/amendment documents are always located in the **PROVIDER CONTRACT DOCUMENTS** section.

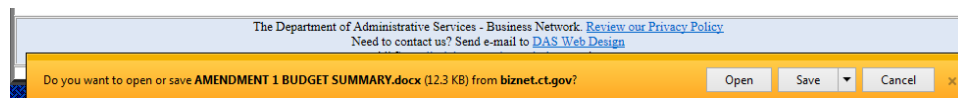
**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
Electronic Contract and Amendment User's Guide for Providers**

Provider Contract Documents			
Provider Document Upload	Upload Info	Document Download	Description
	Date: 5/3/2016 9:38:00 AM By: david.david@ct.gov	Name: DAVID_SAMPLE_CORPORATE_RESOLUTION.docx	Corporate Resolution Status: Unloaded By Provider
	Date: 5/5/2016 10:55:16 AM By: david.david@ct.gov	Name: AMENDMENT 1 BUDGET SUMMARY.docx	16DDS0000RD Status: Uploaded by DDS
Upload		Name:	Operational Plan Status: Upload Needed
Upload		Name:	Staffing Schedules Status: Upload Needed

Contract Documents completed. go to E-Signature

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Hi Counter #1,267

- g. Click the file name in the Document Download column.
- h. Choose to either open or save the file.



4. The document has now been downloaded and can be reviewed. The document can be downloaded as many times as needed by any of the authorized users.
5. Once all amendment documents have been downloaded by the provider, the Authorized Signatory will log in to Biznet.
6. The Authorized Signatory will follow the directions in [SUBMITTING AN ELECTRONIC SIGNATURE](#).
7. All technical questions should be communicated to David David via email at David.David@ct.gov. Please do not contact DAS.

UPLOADING DOCUMENTS TO BIZNET

8. Uploading Documents from Biznet - When processing a new POS contract or a POS contract renewal there are contract related documents that need to be uploaded to your company's Biznet account. If these documents are not uploaded, the Authorized Signatory will be restricted from viewing the Electronic Signature Page by the Biznet application. Below is a general list of the documents that must be uploaded before the Authorized Signatory can access to the Electronic Signature Page. This list may vary depending state statutes and DDS requirements. There are certain requirements of when some of these forms are signed in relation to when the contract is signed. Additional directions will be sent to providers at the time of initial POS contract or POS contract renewal.
 - i. Affirmation of Receipt of State Ethics Law Summary
 - ii. Gift and Campaign Contribution Certification
 - iii. Consulting Agreement Affidavit

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Electronic Contract and Amendment User's Guide for Providers









- iv. Non-Discrimination Certificate (Varies depending on the contract amount and company type) See more information regarding OPM Non-Discrimination Certificate requirements at [OPM NON-DISCRIMINATION](#)
- v. Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report Employee Information Form. This form is not uploaded. To complete the form, you click, **OPEN FORM**, and enter the data in the Biznet application.
- vi. Corporate Resolution
- vii. Operational Plan
- viii. Staffing Schedules

- a. Click the **BINOCULARS** of the company you need to download documents for.

Your Companies

Welcome to the Company Information Center!

To enter a new company, click **Add**. To update information of an existing company, click on the  next to the company name. To update a company's user accounts click on the  next to the company name.

	Company Name	Taxpayer ID
	Dave's Potatoes	222334444
	DAVID SAMPLE 2	555245698
	DAVID SAMPLE 2	555245699
	DAVID SAMPLE 2	555245690
	DAVID SAMPLE 2	555245691
	David Sample 3	555245790
	Sample DAVID	000771111
	SAMPLE DD	999774444

[Add Another Company](#)

- b. Click, **CLICK HERE TO UPLOAD DOCUMENTS**.

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Information

Enter your Company Information

Company List

- Company Information
- Company Accounts
- Company Address
- Company Contacts
- Industry
- Insurance
- Active Contracts
- Click Here To Upload Documents**

Legal Business Name: DAVID SAMPLE 2

Are You Conducting Business Under Another Name? ☐ Yes ☒ No

Taxpayer ID Type: ☐ FEIN ☒ SSN

ID: 555245698

Business Structure: Non-Profit

Registered with Secretary of the State: ☒ Yes ☐ No Secretary Of The State

Web Address: dr.com

Are you currently licensed or applying for license with any of these agencies?

Department of Children and Families
Department of Public Health
Department of Developmental Services

Yes ☒ No ☐

[Save and Continue](#)

- c. Click **DDS CONTRACT DOCUMENTS**

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES
Electronic Contract and Amendment User's Guide for Providers**

- d. Select the DDS contract from the **SELECT CONTRACT DROPDOWN** that you need to upload documents for. If you have contracts with other State of CT. agencies, you can view those contract documents by selecting the applicable contract number.

- e. There are two sections where you can upload documents: After choosing the DDS contract, you will see two sections on the page.
- iii. **REQUIRED COMPANY DOCUMENTS** – These are general POS/PSA documents that all companies doing business with the State of CT must upload. Documents such as the Non-Discrimination Certificate and the CHRO form.
 - iv. **PROVIDER CONTRACT DOCUMENTS** – These are POS contract documents specific to the POS contract with DDS. This section is where a provider signing a new contract or a provider renewing a contract will upload the Corporate Resolution, Operational Plan, and Staffing Schedules.
- f. In both sections, file categories that can be uploaded have a blue **UPLOAD** icon in the **UPLOAD COLUMN**.


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Select Contract | TEST 2 APRIL 26

Required Company Documents		
Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document
Upload		OPM Form 7 - Iran Certification Get Document
Open Form	Date: 05/05/2016 By: david.david@ct.gov	Commission On Human Rights and Opportunities (CHRO) Workplace Analysis Affirmative Action Report
Open Form		Employee Information Form (DAS-45)
Open Form		DAS-46 - CT Economic Impact Form

Provider Contract Documents			
Provider Document	Upload Info	Document Download	Description
Upload	Date: 5/3/2016 9:38:00 AM By: david.david@ct.gov	Name: DAVID_SAMPLE_CORPORATE_RESOLUTION.docx	Corporate Resolution Status: Uploaded By Provider
	Date: 5/3/2016 10:55:16 AM By: david.david@ct.gov	Name: AMENDMENT 1 BUDGET SUMMARY.docx	16DDS0000RD Status: Uploaded by DDS
Upload		Name:	Operational Plan Status: Upload Needed
Upload		Name:	Staffing Schedules Status: Upload Needed

- g. Click **UPLOAD** link in the document category you need to upload. For example, I am uploading a staffing schedule under the **PROVIDER CONTRACT DOCUMENTS** section so I will click the upload button to the left of Staffing Schedules in the Description Column.

Upload		Name:	Staffing Schedules
			Status: Upload Needed

- h. On the Company Doc Upload Page, click **BROWSE** and choose the file that you need to upload.

Current User: david.david@ct.gov Home Biznet Menu Log In/Out

Company Doc Upload

DAVID SAMPLE 2

Staffing Schedules

Browse to File Browse...

Description

Upload Cancel

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DEPARTMENT OF DEVELOPMENTAL SERVICES**

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- i. Once you choose the file you would like to upload, make sure the correct file name is listed to the right of **BROWSE FILE**.
- j. Click **UPLOAD**.
- k. The file is now available for DDS or any authorized user under the company's Biznet account to download by clicking the file name in the Document Download Column.

Provider Contract Documents			
Provider Document Upload	Upload Info	Document Download	Description
	Date: 5/3/2016 9:38:00 AM By: david.david@ct.gov	Name: DAVID_SAMPLE_CORPORATE_RESOLUTION.docx	Corporate Resolution Status: Uploaded By Provider
Upload	Date: 5/5/2016 3:51:35 PM By: david.david@ct.gov	Name: DAVID_SAMPLE_NON-DISCRIM_CERT.docx	Staffing Schedules Status: Uploaded By Provider
	Date: 5/5/2016 3:16:17 PM By: david.david@ct.gov	Name: AMENDMENT 1 BUDGET SUMMARY.docx	16DDS0000RD Status: Provider Downloaded May 5 2016 3:16PM
Upload		Name:	Operational Plan Status: Upload Needed

Contract Documents completed, go to E-Signature

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- i. You can view who uploaded the file, the date, and the time in the Upload Info Column.
9. Once all contract documents have been downloaded and uploaded by the provider, the Authorized Signatory will log in to Biznet.
 10. The Authorized Signatory will follow the directions in [SUBMITTING AN ELECTRONIC SIGNATURE](#).
 11. All technical questions should be communicated to David David via email at David.David@ct.gov. Please do not contact DAS.
 12. All contract related questions should be communicated to your assigned DDS Provider Specialist. A link to the assignment sheet can be found here [RM PROVIDER ASSIGNMENTS](#).

PROCESSING AMENDMENT DOCUMENTS FOR ELECTRONIC SIGNATURE

1. The Biznet application will notify all authorized users under the company's Biznet account via email that DDS uploaded contract/amendment documents. The notification will include

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DEPARTMENT OF DEVELOPMENTAL SERVICES**

Electronic Contract and Amendment User's Guide for Providers



who uploaded the document, the document file name, and the time and date the document was uploaded.









Any authorized user of the company's Biznet account has the ability to download the contract documents that DDS uploaded to the company's Biznet account. It is the provider's responsibility to decide which user(s) should download these documents

- i. Note that all contract/amendment documents uploaded by DDS must be downloaded in order for the Authorized Signatory to access the Electronic Signature Page.
 - ii. Once the documents are downloaded, the user that initially downloaded the documents is listed in the description column with the time and date he/she downloaded the documents.
 - iii. By downloading contract/amendment documents and moving forward in the electronic signature process, the provider is confirming that the Authorized Signatory has read and agrees to the contract/amendment documents uploaded by DDS. If the Authorized Signatory does not agree to the contract/amendment documents that were uploaded by DDS, the Authorized Signatory or an agent thereof must contact the provider's assigned DDS Provider Specialist via email.
2. An authorized user will ensure that the Non-Discrimination Certificate is valid. The Non-Discrimination Certificate must be signed and uploaded to the company's Biznet account **annually**. If the Non-Discrimination Certificate was signed more than one year prior to the start date of the amendment, a valid Non-Discrimination Certificate must be uploaded or the amendment will not be able to be processed for execution.
3. Download all documents listed on the notification email. The documents can be downloaded by clicking the file name in the Document Download column.
4. Click the **BINOCULARS** of the company you need to download documents for.

Your Companies

Welcome to the Company Information Center!

To enter a new company, click **Add**. To update information of an existing company, click on the  next to the company name. To update a company's user accounts click on the  next to the company name.

	Company Name	Taxpayer ID
	Dave's Potatoes	222334444
	DAVID SAMPLE 2	555245698
	DAVID SAMPLE 2	555245699
	DAVID SAMPLE 2	555245690
	DAVID SAMPLE 2	555245691
	David Sample 3	555245790
	Sample DAVID	000771111
	SAMPLE DD	999774444

[Add Another Company](#)

5. Click, **CLICK HERE TO UPLOAD DOCUMENTS**.

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DEPARTMENT OF DEVELOPMENTAL SERVICES
Electronic Contract and Amendment User's Guide for Providers

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Information

Enter your Company Information

Company List
Company Information
Company Accounts
Company Address
Company Contacts
Industry
Insurance
Active Contracts
[Click Here To Upload Documents](#)

Legal Business Name: DAVID SAMPLE 2

Are You Conducting Business Under Another Name? ☐ Yes ☒ No

Taxpayer ID Type: ☐ FEIN ☒ SSN
ID: 555245698

Business Structure: Non-Profit

Registered with Secretary of the State: ☒ Yes ☐ No **Secretary Of The State**

Web Address: dr.com

Are you currently licensed or applying for license with any of these agencies?
Department of Children and Families
Department of Public Health
Department of Developmental Services

Yes ☒ No ☐

[Save and Continue](#)

6. Click **DDS CONTRACT DOCUMENTS**

Current User: david.david@ct.gov Biznet Menu Log In/Out

Document Upload

Upload Forms and Documents

Choose the appropriate button for the forms or documents you wish to upload.
[Show Page Help](#)

DAVID SAMPLE 2

Required Company Documents
Upload Solicitation Documents
Upload Insurance Declaration
Upload Prequalification Documents
Upload Supplier Diversity Documents
Upload Uniform License Documents
DDS Contract Documents

7. Select the DDS contract from the **SELECT CONTRACT DROPDOWN** that you need to download documents for. If you have contracts with other State of CT. agencies, you can view those contract documents by selecting the applicable contract number.

Company Documents

Required Company Documents

Upload your Forms here.
[Show Page Help](#)

DAVID SAMPLE 2

Select Company: DAVID SAMPLE 2

Select Contract: **TEST 2 APRIL 26**

Required Company Documents

Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document

8. After choosing the DDS contract, you will see two sections on the page.
- v. **REQUIRED COMPANY DOCUMENTS** – These are general POS/PSA documents that all companies doing business with the State of CT must upload. Documents such as the Non-Discrimination Certificate and the CHRO form.

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Electronic Contract and Amendment User's Guide for Providers

- vi. **PROVIDER CONTRACT DOCUMENTS** – These are POS contract documents specific to the POS contract with DDS. This section is where providers will download DDS contract/amendment documents unique to the provider.

9. The file that I was instructed to download was named **AMENDMENT 1 BUDGET SUMMARY**. The unique provider DDS contract/amendment documents are always located in the **PROVIDER CONTRACT DOCUMENTS** section.

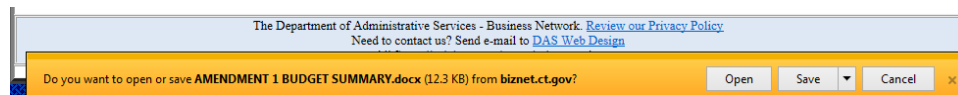
Provider Contract Documents			
Provider Document Upload	Upload Info	Document Download	Description
	Date: 5/3/2016 9:38:00 AM By: david.david@ct.gov	Name: DAVID_SAMPLE_CORPORATE_RESOLUTION.docx	Corporate Resolution Status: Unloaded By Provider
	Date: 5/5/2016 10:55:16 AM By: david.david@ct.gov	Name: AMENDMENT 1 BUDGET SUMMARY.docx	16DDS0000RD Status: Uploaded by DDS
Upload		Name:	Operational Plan Status: Upload Needed
Upload		Name:	Staffing Schedules Status: Upload Needed

Contract Documents completed, go to E-Signature

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10. Click the file name in the Document Download column.

11. Choose to either open or save the file.



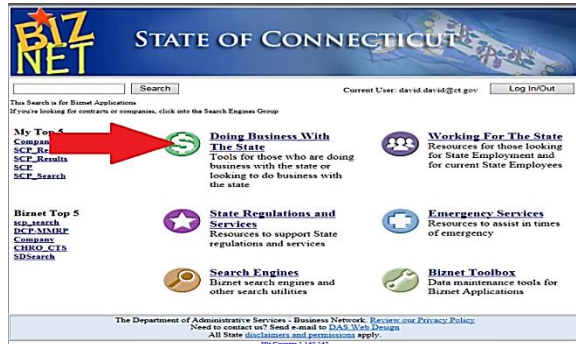
12. The document has now been downloaded and can be reviewed. The document can be downloaded as many times as needed by any of the authorized users.
13. Once all amendment documents have been downloaded by the provider, the Authorized Signatory will log in to Biznet.
14. The Authorized Signatory will follow the directions in [**SUBMITTING AN ELECTRONIC SIGNATURE**](#).
15. All technical questions should be communicated to David David via email at David.David@ct.gov. Please do not contact DAS.
16. All contract related questions should be communicated to your assigned DDS Provider Specialist. A link to the assignment sheet can be found here [RM PROVIDER ASSIGNMENTS](#).

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Electronic Contract and Amendment User's Guide for Providers

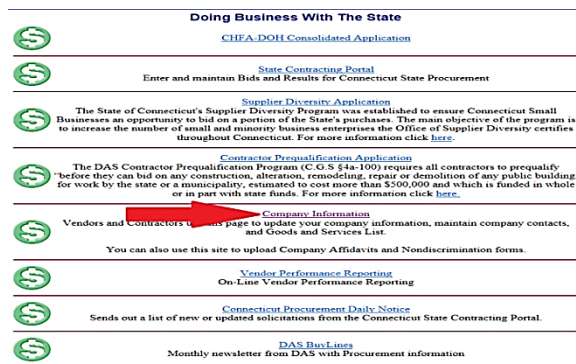
SUBMITTING AN ELECTRONIC SIGNATURE

The only user that has access to the electronic signature page is the Authorized Signatory.

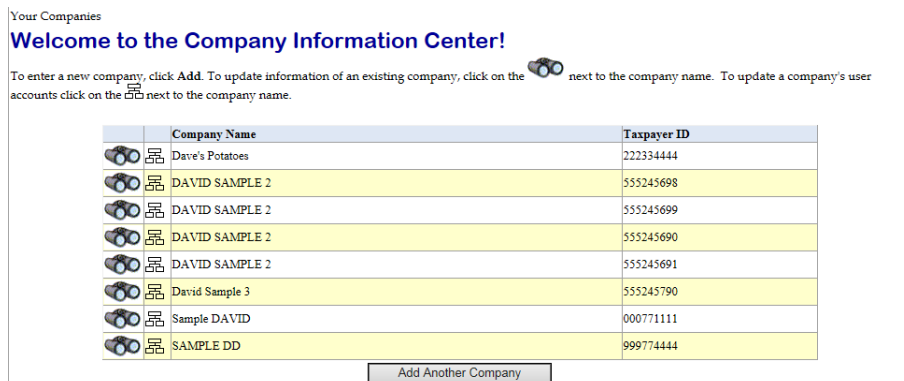
1. After the contract/amendment documents have been reviewed and agreed upon by the agency, the Authorized Signatory logs in to the company's Biznet account by clicking this link [BIZNET LOGIN](#). The login used must match the email address entered by the Authorized Signatory on the current Electronic Signature Agreement.
2. Click **DOING BUSINESS WITH THE STATE**



3. Click **COMPANY INFORMATION**



4. Click the **BINOCULARS** of the company you need to download documents for.



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Electronic Contract and Amendment User's Guide for Providers

5. Click, **CLICK HERE TO UPLOAD DOCUMENTS**.

Current User: david.david@ct.gov Biznet Menu Log In/Out

Company Information

Enter your Company Information

Company List
Company Information
Company Accounts
Company Address
Company Contacts
Industry
Insurance
Active Contracts
Click Here To Upload Documents

Legal Business Name: DAVID SAMPLE 2

Are You Conducting Business Under Another Name? ☐ Yes ☒ No

Business ID Type: ☐ FEIN ☒ SSN
ID: 555245698

Business Structure: Non-Profit

Registered with Secretary of the State: ☒ Yes ☐ No **Secretary Of The State**

Web Address: dr.com

Are you currently licensed or applying for license with any of these agencies?
Department of Children and Families
Department of Public Health
Department of Developmental Services
Yes ☒ No ☐

Save and Continue

6. Click **DDS CONTRACT DOCUMENTS**

Current User: david.david@ct.gov Biznet Menu Log In/Out

Document Upload

Upload Forms and Documents

Choose the appropriate button for the forms or documents you wish to upload.
[Show Page Help](#)

Company List
Company Information
Company Accounts
Company Address
Company Contacts
Industry
Insurance
Active Contracts
Click Here To Upload Documents

DAVID SAMPLE 2

Required Company Documents
Upload Solicitation Documents
Upload Insurance Declaration
Upload Prequalification Documents
Upload Supplier Diversity Documents
Upload Uniform License Documents
DDS Contract Documents

7. Select the DDS contract from the **SELECT CONTRACT DROPDOWN** that you will be submitting an electronic signature for.

Company Documents

Required Company Documents

Upload your Forms here.
[Show Page Help](#)

DAVID SAMPLE 2

Select Company: DAVID SAMPLE 2

Select Contract: **TEST 2 APRIL 26**

Upload	Upload Info	Description
Upload		Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload		Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less than \$50,000</u> Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more than \$50,000 (Recommended)</u> Get Document

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DEPARTMENT OF DEVELOPMENTAL SERVICES**

Electronic Contract and Amendment User's Guide for Providers

8. Click **CONTRACT DOCUMENTS COMPLETED, GO TO E-SIGNATURE**

Provider Contract Documents			
Provider Document Upload	Upload Info	Document Download	Description
	Date: 5/3/2016 9:38:00 AM By: david.david@ct.gov	Name: DAVID_SAMPLE_CORPORATE_RESOLUTION.docx	Corporate Resolution Status: Uploaded By Provider
Upload	Date: 5/6/2016 3:05:14 PM By: david.david@ct.gov	Name: DAVID_SAMPLE_CORPORATE_RESOLUTION.docx	Operational Plan Status: Uploaded By Provider
Upload	Date: 5/5/2016 3:51:35 PM By: david.david@ct.gov	Name: DAVID_SAMPLE_NON-DISCRIM_CERT.docx	Staffing Schedules Status: Uploaded By Provider
	Date: 5/5/2016 3:16:17 PM By: david.david@ct.gov	Name: AMENDMENT 1 BUDGET SUMMARY.docx	16DDS0000RD Status: Provider Downloaded May 5 2016 3:16PM

Contract Documents completed, go to E-Signature

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9. You will be taken to the Electronic Signature Page. It is important to read the entire Electronic Signature Page. If you have questions, contact your assigned Provider Specialist.

ELECTRONIC SIGNATURE

IMPORTANT: The individual submitting this form must be authorized to sign contracts on behalf of the company, and must be listed as such in the company's corporate resolution/vendor authorization documents. Please keep in mind that the person listed as "authorized" must be the same person submitting their electronic signature when completing their company's submittal.

The Corporate Resolution uploaded to Biznet naming the Authorized Signatory is correct?

☐ Yes
☐ No

ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE CONTRACTOR:

I David D, of DAVID SAMPLE 2, am duly authorized to sign documents on behalf of DAVID SAMPLE 2. By clicking on the "electronic signature" box below, I on behalf of DAVID SAMPLE 2 confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

In addition, the above named contractor fully acknowledges and agrees with all of the terms and conditions contained in DDS Contract # TEST 2 APRIL 26. Further, the contractor's electronic signature shall mean that the contractor shall be bound by and perform fully in accordance with all the terms and conditions set forth in DDS Contract # TEST 2 APRIL 26.

It is the responsibility of the Contractor to notify their assigned DDS Provider Specialist immediately upon change of the authorized signatory of the company or a change in the authorized signatory's email address.

The contractor hereby certifies under penalty of false statement that all the information supplied is complete and true.

☐ I Agree Signature Code Number

Please be sure to download all documents.
You must download all documents before the E-Signature is enabled.

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Electronic Contract and Amendment User's Guide for Providers

10. Verify Corporate Resolution uploaded to Biznet naming the Authorized Signatory is correct. If yes, click **YES**. If no, click **NO**.

- i. Note that you will not be able to click the **YES** or **NO** buttons unless all required documents are uploaded and/or downloaded. A message will be displayed at the bottom of the page in red font with instructions.

I David D, of DAVID SAMPLE 2, am duly authorized to sign documents on behalf of DAVID SAMPLE 2. By clicking on the "electronic signature" box below, I on behalf of DAVID SAMPLE 2 confirm and understand that an electronic signature is taking place and I intend to be bound by and authenticate this electronic record, and attest to the statements contained within. I hereby certify that all information supplied is true to the best of my knowledge and belief, subject to the penalties of false statement.

In addition, the above named contractor fully acknowledges and agrees with all of the terms and conditions contained in DDS Contract # TEST 2 APRIL 26. Further, the contractor's electronic signature shall mean that the contractor shall be bound by and perform fully in accordance with all the terms and conditions set forth in DDS Contract # TEST 2 APRIL 26.

It is the responsibility of the Contractor to notify their assigned DDS Provider Specialist immediately upon change of the authorized signatory of the company or a change in the authorized signatory's email address.

The contractor hereby certifies under penalty of false statement that all the information supplied is complete and true.

☐ I Agree

Signature Code Number

**Please be sure to download all documents.
You must download all documents before the E-Signature is enabled.**

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- ii. If you need assistance, please contact your assigned DDS Provider Specialist. [RM PROVIDER ASSIGNMENTS](#)
- iii. For Biznet technical issues, please email David.David@ct.gov

11. After clicking **YES**, verifying that the Corporate Resolution is correct, read the text under the title, **ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE CONTRACTOR**.
12. If you agree with the text under **ELECTRONIC SIGNATURE OF PERSON AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE CONTRACTOR**, click the box to the left of **I AGREE**.
13. Enter the Signature Code Number that was emailed to you by your DDS Provider Specialist.
14. Click, **SUBMIT ELECTRONIC SIGNATURE**.
15. Congratulations, you have successfully submitted your electronic signature for the contract or amendment!
16. All authorized users of the company's Biznet account will receive notification that the contract or amendment was electronically signed successfully.
17. DDS will now review the contract or amendment.
18. DDS reviews and signs the contract or amendment.
19. All authorized users of the company's Biznet account will receive a notification the DDS has uploaded new documents.

**STATE OF CONNECTICUT
DEPARTMENT OF DEVELOPMENTAL SERVICES**

Electronic Contract and Amendment User's Guide for Providers

20. After DDS signs the contract/amendment, the contract/amendment documents and the signature sheet will be available for download at any time by any authorized user of the company's Biznet account.
21. If you have any questions regarding the contract/amendment documents or the signature sheet, please contact your assigned DDS Provider Specialist. [RM PROVIDER ASSIGNMENTS](#)
22. For Biznet technical issues, please email David.David@ct.gov

HELPFUL LINKS

- Biznet Login: [BIZNET LOGIN](#)
- DDS RM Provider Assignments: [RM PROVIDER ASSIGNMENTS](#)
- DDS Provider Gateway: [PROVIDER GATEWAY](#)
- DDS Contracts Page: [CONTRACTS PAGE](#)
- DDS Financial Reporting Page: [FINANCIAL REPORTING](#)
- DDS Communication Page: [DDS MEMOS TO PROVIDERS](#)
- Biznet Technical Assistance: [DAVID DAVID](#)
- OPM Non-discrimination Certificate: [NON-DISCRIMINATION CERTIFICATE](#)

TECHNICAL ASSISTANCE

- For technical assistance please email David.David@ct.gov. When emailing David, please include a brief description of the issue. All requests for technical assistance will be answered as soon as possible.
- If you suspect any malicious activity in your company's Biznet account, please email your assigned DDS Provider Specialist immediately. You can find your assigned DDS Provider Specialist by clicking this link [RM PROVIDER ASSIGNMENTS](#).
- For assistance with contract and amendment documents, please contact your assigned DDS Provider Specialist. You can find your assigned DDS Provider Specialist by clicking this link [RM PROVIDER ASSIGNMENTS](#).

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